

Letter of Commitment Guidelines

Letters of Commitment are required from collaborators listed in the Project Collaborative Roster (See Attachment H). Letters of Commitment should document the agency's ability to provide direct services in the proposed CCG Workplan.

Applicants shall not submit "general letters of support". Each letter should be unique and specific to the collaborator and services to be provided. Letters sent directly to the Office of Family Planning will not be considered for review.

Criteria:

1. The application must include Letters from the following:
 - Subcontractor(s)
 - AFLP provider(s)
 - Family PACT provider(s), and
 - Collaborator(s) providing direct services to the proposed Workplan
2. Letter must not exceed one (1) page narrative text in length
3. Letter must be on the agency/organization's letterhead with address and phone number included
4. Letter must be signed by the Executive Director /Authorized Agency Official
5. Original letter signed in Blue Ink

Content Requirements:

1. Detail the agency/organization's expertise serving the proposed target population(s)
2. Detail history working with applicant, if applicable
3. Identify the nature and extent of participation and/or proposed arrangement of services. Identify the specific Workplan strategy (ies) by name and number
4. Outline how the agency/organization will deliver services or participate in the project.
5. Identify method of communication with applicant
6. Identify staffing patterns or contact person from the agency/organization responsible for the proposed service(s)